



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

TO: All Interested Parties

DATE: April 23, 2014

SUBJECT: Consultant Request for Proposals for Coding, Billing & Revenue Collection

Fairfax County seeks to engage an individual or firm to review and assist the Fairfax-Falls Church Community Board (CSB) to further design and implement a compliance and internal auditing program to assess, develop and implement strategies to ensure the organization's documentation, coding, billing, revenue collection and reconciliation processes comply with regulatory requirements and are structured to effectively manage and maximize Medicaid and other third-party revenue recovery.

The attached request for proposal defines the tasks to be performed and submission requirements. The following documents should also be included in the proposal:

- The individual/company name, address, phone, fax, and e-mail address of the individual authorized to discuss this project with the county.
- A technical narrative describing how the offeror will complete the Tasks to be Performed.
- A discussion of offeror's qualifications, and resumes of staff/sub-contractors you are proposing for this project.
- Request for Taxpayer Identification Number and Certification, IRS Form W-9. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- A cost proposal on a separate page(s).

If you are interested in providing these services, please submit a proposal as outlined in the attached Request for Proposals, no later than **2 p.m. Thursday, May 8, 2014** to:

Fairfax County Department of Administration for Human Services
Attention: Jadira Edgar, Contracts Analyst
12011 Government Center Parkway
Contracts Management, Suite 738
Fairfax, Virginia, 22035
Email: jadira.edgar@fairfaxcounty.gov

Offerors may e-mail the proposal to Jadira.Edgar@fairfaxcounty.gov. Emailed proposals must include signatures.

If you have questions or comments, please direct them to Jadira Edgar at (703) 324-7828.



Department of Administration for Human Services
12011 Government Center Parkway, Suite 942
Fairfax, VA 22035
Phone: 703-324-5630 **Fax:** 703-324-7572 **TTY:** 711
www.fairfaxcounty.gov/admin

